



United States Department of State

Washington, D.C. 20520

**MAR 05 2013**

Dear Requester,

RE: Records regarding visa processing at the U.S. Embassy in Sana'a, Yemen

This is in response to your request dated 2-15-13. We have assigned Case Control Number 1-2013-03350 to your request.

Based on our review of your correspondence, we have determined that we cannot process your request for the following reason(s):

- ☒ You have not reasonably described the records you seek in a way that someone familiar with Department records and programs could locate them.
- ☐ You have not provided a valid third party authorization; or proof of death; or custodial verification of a minor.
- ☐ You have not provided identifying information (such as your date and/or place of birth, or the date and/or place of birth for all persons named in your request; citizenship status).
- ☐ You have not provided proof of your identity (personal verification).
- ☐ Some or all of the records you have requested do not appear to be State Department records (other agency information may be attached).
- ☐ The records you seek are in the public domain.
- ☐ Your request is not dated.
- ☐ You have submitted your identifying information on forms that were not issued by the State Department, which we do not accept.
- ☐ You have not agreed to pay the fees associated with the processing of your request.
- ☐ Your request is not a FOIA Request.
- ☐ Your request was not submitted in English.

Accordingly, your request is invalid and your case has been closed.

Should you want to contact us, you may call our FOIA Requester Service Center on (202) 261-8484 or send an email to [FOIAstatus@state.gov](mailto:FOIAstatus@state.gov). If you want information concerning how to file a request, please refer to the Information Access Guide which is available at [www.foia.state.gov](http://www.foia.state.gov). Please refer to the Case Control Number in any communication.

Sincerely,

Mary Therese Casto   
Chief, Requester Communications Branch

Office of Information Programs and Services  
U.S. Department of State, SA-2  
Washington, DC 20522-8100  
Website: [www.foia.state.gov](http://www.foia.state.gov)

Inquiries:  
Phone: 1-202-261-8484  
FAX: 1-202-261-8579  
E-mail: [FOIAstatus@state.gov](mailto:FOIAstatus@state.gov)

**Fee Waiver:** Due to the fact that we cannot begin processing your request at this time, we will not address whether your request would be entitled to a fee waiver. If you wish to pursue this request, you may ask for a fee waiver when you send us a new request, and supply the additional information necessary to make your request valid.

The Department of State is responsible for formulating and executing U.S. foreign policy and primarily maintains records dealing with U.S. foreign relations. The Department also maintains records of applications from U.S. citizens for U.S. passports and visa requests from non-citizens to enter the U.S., records on consular assistance provided to U.S. citizens abroad, and records of Department employees.

Based on our review of your correspondence, we have determined that we cannot process your request because you have not reasonably described the records you seek in a way that someone familiar with Department records and programs could locate them. As the Department of State consists of hundreds of offices and overseas posts, with many different filing systems, your request should be specific, detailed, and include as much of the following as might be relevant:

- ☒ Please specify or narrow the time frame of your request;
- ☐ Please narrow the scope of your request;
- ☐ Type of record, subject matter, countries and/or organizations involved;
- ☐ Circumstances which lead you to believe the records exist;
- ☐ Full description of incidents, meetings, events, persons involved, etc., pertaining to the documents requested;
- ☐ If persons are involved, are they public figures or deceased individuals.

## Chestnut, Shantell M

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**From:** Chestnut, Shantell M  
**Sent:** Friday, February 22, 2013 9:26 AM  
**To:** '2851-51746316@requests.muckrock.com'  
**Subject:** F-2013-03350

Good Afternoon,

We are in receipt of your FOIA request. Please specify or narrow the time frame of your request, we'll begin processing your request as soon as this information is received.

Please respond to this e-mail within the next 48 Hours with the necessary information.

Thanks

Shantell M. Chestnut

FOIA Analyst

FedConsulting Contractor Support

U.S. Department of State

A/GIS/IPS/RL/RC

SA-2 Room 1155

(202) 663-2189 (desk)

(202) 261-8582 (fax)

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